Clickfree Transformer User Guide

for Microsoft Windows users

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Introducing Clickfree Transformer

Thank you for buying the **Clickfree** Transformer – the easiest way to keep the valuable information on your computer safe.

Clickfree is an easy-to-use computer backup system that automatically searches for and backs up content stored on your computer. No hardware configuration or software installation is required. The backup procedure begins once Transformer has been attached to your computer and to a suitable external hard drive.

Caution: Please remember that a backup is meant to be a second copy of your computer data, not the only copy of your data. Having two copies (redundancy) is what keeps your important data safe. Please use your **Clickfree** Transformer to keep a safe copy of your data.

MAIN FEATURES

Clickfree backup technology

- Automatically starts when connected to your computer
- Does not require any software installation or setup
- Automatically searches for and backs up the important data from your computer – hundreds of types of data used by many thousands of computer programs
- For most users the automatic search finds and backs up everything that matters

Customizable backup options

- Includes options for custom file types and full folder backup
- Still runs as **Clickfree**, even after customizing settings
- Remembers your customized settings for each computer you use it with

Multi-PC backup

- Can hold the backups for any number of computers, depending on available space on the external hard disk(s) you use

Multi-hard drive backup

- Can be used with as many external hard drives as you like

Easy restore to same or other computer

- Backed-up content can quickly and easily be restored
- You can just as easily 'restore' content to a different computer as to the original one
- This makes **Clickfree** a great way to move your content from your old computer to your new one

How it backs up

- The first time you connect a Clickfree Backup Drive to your computer it searches for, finds, backs up and organizes all of your important content
- Each subsequent time you connect Clickfree to your computer, it just does an update:
    - Any new files since your last backup are added to the backup
    - Any files that were changed since your last backup are updated on the backup

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- Any files that were deleted from your computer since the last backup, are left on the backup

Photo Viewer

- Conveniently view backed-up photos in thumbnail and expanded view

PACKAGE CONTENTS

Your **Clickfree** backup package contains:

- one **Clickfree** Transformer
- optionally, a USB-powered hard drive and USB cable
- one quick start guide

DEFINITIONS

Just to make sure that the user guide is clear, we're going to define a couple of terms that are used throughout the guide.

Administrator

"Administrator" is a special login name for the user who can make system-wide changes to the computer, has full control, and can access all of the files on the computer. Most home users are automatically the Administrator of their computer. If you don't know if you are the Administrator, or how to log in as Administrator, you might need to talk to the person who set up the computer for you. If no one set up your computer for you, then by default, you are the Administrator.

Back up and Restore

Backing up is making copies of data so that a copy can be used to restore the original after the data is lost or destroyed. Backups are used to restore data after loss of or damage to your computer's hard drive, and to restore files that have been accidentally deleted or corrupted.

Making a backup of your content only copies it from your computer to your external hard drive, and does not delete it from the computer's hard drive.

Restoring your content from a backup only copies it from your external hard drive to your computer, and does not delete it from the external hard drive.

Important: **Clickfree** never erases or replaces content on your computer's hard drive, unless you ask it to replace a file during restore.

Clickfree never erases anything other than the backups it has performed. Any other data stored on your external hard drive is left untouched and is never erased.

And unless you ask it to remove backed-up content, **Clickfree** never erases or replaces content on your external hard drive.

Your **Clickfree** backups are also handy for moving or copying data from one computer to another.

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Content

Normally you don't use **Clickfree** to back up your programs or operating system (Windows), only the data that you have created or copied to your computer – music, photos, letters, emails, tax information etc. In this guide we refer to this data as *content*.

File

Information used by your computer and stored in a specific place on your hard drive. A *file* may be *content*, a program or part of a program, or information a program uses in some way.

Sometimes the relationship between *content* and *file* is clear: a photo or a letter is usually a single file. On the other hand, a single email message may be just a part of a large file that contains many messages, and related information such as email addresses, calendar events etc. However, you don't need to be concerned about this because **Clickfree** takes care of all the details for you.

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Basics

How does Clickfree work?

All you need to do to keep your projects, photos, videos, music etc. safe is to plug **Clickfree** in to your computer and let it work!

No need to install software or to configure anything. Your computer knows when **Clickfree** has been plugged in, and it runs the backup program automatically each time it is connected.

You can back up as many computers as you like with the **Clickfree** Transformer. The same thing happens each time you plug it into a new computer. And each of your backed-up computers is kept separate on your external hard drive.

When **Clickfree** has finished backing up each computer, just unplug the Transformer and store in a safe place. We recommend that you do not leave the **Clickfree** Transformer plugged into your computer: your content is safer if the Transformer and your external hard drive are kept separately from the computers it has backed up.

If your data is lost for any reason (hard disk crash, laptop lost or stolen, content accidentally deleted), you'll be really happy that you bought and used **Clickfree**. Your backed-up content is safe on your **Clickfree** backup, waiting to be restored when you have a working computer again.

A **Clickfree** backup is also ideal for transferring your content from an old computer to a new one.

Sometimes, for a variety of reasons, the program may not run by itself – it may need a little help. If this happens to you, don't worry – it's easy to get things going. We'll show you how a little later. For details, see "What if **Clickfree** doesn't start up automatically?" on page 12.

What gets backed up?

Clickfree backs up content

At **Clickfree** we want to protect our customers from losing things that are irreplaceable. That's why **Clickfree** finds and backs up all of the content from wherever it is on your computer.

When it runs automatically, **Clickfree** searches your computer for all of the content that you have either created or placed in your computer. This includes photos, music, video, office documents, financial data, email, and so much more - over 400 types of files. To see a list of the categories of content that **Clickfree** backs up automatically, see "What content categories does **Clickfree** back up?" on page 9. Most likely, this means that it will back up everything that matters to you right out of the box without you having to do anything but plug it in.

Unless you explicitly ask it to do so, **Clickfree** does not back up the programs or the operating system. This means that your backup won't need nearly as much space as the size of your computer's hard drive since your content may only take up a small portion of your hard drive's capacity, and we only look for the content.

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DOES CLICKFREE BACK UP ALL OF MY CONTENT EVERY TIME?

The first time you back up your computer **Clickfree** backs up all of the content it finds, which might take some time – it just depends on how much you have. Each time you use **Clickfree** after that, it only backs up the new or changed content, so it will be much quicker.

WHAT CONTENT CATEGORIES DOES CLICKFREE BACK UP?

Clickfree backs up content in these categories:

- Photos – including common graphic formats such as JPEG and RAW
- Music – including CD audio, MP3, MIDI
- Emails – including Thunderbird, Eudora, and those from Microsoft Office
- Text Documents – usually from word-processing programs such as Microsoft Word, Open Office, and WordPerfect
- Spreadsheets – for example, Microsoft Excel, Open Office, and Lotus 123
- Presentations – for example, Microsoft Powerpoint and Corel Show
- Artwork and Drawings – such as Corel Draw, Visio and Paintshop images
- Video – for example, AVI, MPEG, Shockwave Flash
- Favorite Websites – internet shortcuts and address books
- Other – including zip and RAR files, XML, and comma-separated values files
- Financial – such as those from QuickBooks and tax programs

Want to know more? You can look at the details by following the steps in "How do I Change how **Clickfree** does backups" on page 14 without making any changes.

WHAT DO I NEED BEFORE I START?

Clickfree Restoring my content.

For **Clickfree** to work, your computer needs to be running one of these operating systems:

- Microsoft Windows® Vista® (any editions)
- Microsoft Windows® XP (any editions)
- Microsoft Windows® 2000 (with SP4)
- Mac OSX 10.5 Leopard running on an Intel processor (products manufactured after Jan 1, 2009)

In addition you need:

- One free USB port on your computer
- At least 100 MB of free space on your computer

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Backing up my content

HOW DO I START USING MY CLICKFREE TRANSFORMER?

- **To start using your Clickfree Transformer:**

1. Make sure that your computer is switched on and has finished starting up.
2. Log in, if that is what you normally do.
3. Connect the **Clickfree** Transformer to your computer by plugging it in to a USB port on your computer.

   A USB port usually looks like this: and frequently has a symbol beside it. USB ports are usually found at the front of a desktop computer, often in pairs. On a laptop computer they may be at the back, front or side.

   If your external hard drive does not have a power supply, please try to connect to a USB port on the computer itself, using a USB hub may not provide enough power.
4. Wait for the **Clickfree** window to appear. You may have to wait up to a full minute for your computer to recognize the **Clickfree** Transformer.

clickfree
Automatic Backup
Welcome, thank you for choosing the Clickfree Transformer.
To begin, please connect your external hard drive to the Clickfree Transformer. (if you have not done so already)

5. If your external hard drive came with a power adaptor, plug it in now to the drive and to a power socket.
6. Connect your external hard drive to the **Clickfree** Transformer by plugging the free end of the USB cable in to the **Clickfree** Transformer.
7. You may have to wait up to a full minute again for your computer to start to run the **ClickFree** program – please be patient!

   The first time you attach **Clickfree** to your computer, some messages appear on the screen telling you that your computer has found new hardware. The messages may mention ClickFree, Disk drive, and/or CD-ROM drive. You don't need to do anything about these messages. Most likely you will not see these messages when you attach **Clickfree** the next time.

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When Clickfree starts to run, a second *Welcome* window appears and shows the number of seconds left before the backup starts automatically:

Note: The *View Files* and *Restore* buttons do not appear until you have backed up content on your external hard drive.

ZERO EFFORT BACKUP – REALLY

Unless you stop the countdown by clicking a button, at the end of the countdown period Clickfree starts the backup.

- If you want to let Clickfree decide what needs to be backed up from where, then **you're done**: just relax and let Clickfree work.

  Without any effort on your part, Clickfree is safeguarding your valuable content!

  For details, see "What gets backed up?" on page 8.

- If you want to make changes to how backup is done, click *Options* and see "How do I Change how **Clickfree** does backups" on page 14

  Clickfree displays some screens to show progress:

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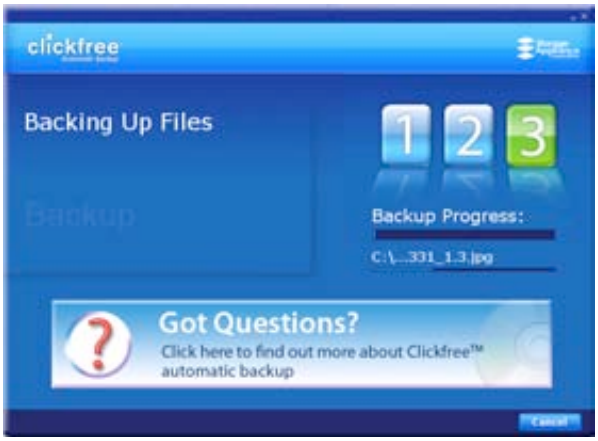

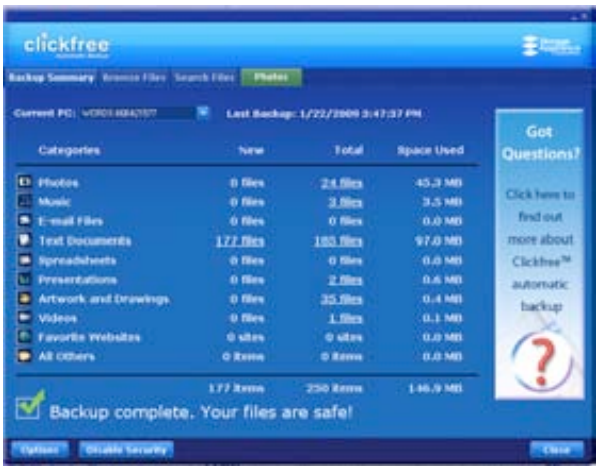

The *Backup Summary* screen shows you how many files in each category were backed up this time (*New* column) and from all backups, including this one (*Total* column). The *Space Used* column shows the amount of space that files from all backups take up on the external hard drive.

When you see the *Backup Summary* screen, simply unplug the **Clickfree** Transformer and external hard drive and store them in a safe place.

WHAT IF CLICKFREE DOESN'T START UP AUTOMATICALLY?

There could be a couple of reasons why **Clickfree** does not run when you plug in the **Clickfree** Transformer:

- If you are connecting the Transformer to a USB hub, the hub may not provide enough power for an external hard drive. Try connecting to a USB port on the computer itself, or use a power supply with your external hard drive.

Note: The hub could be in your monitor or keyboard.

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- If you see a message telling you that "Clickfree™ Backup cannot start because you do not have the required permissions. Please re-login to this computer as the Administrator.":

  1. Log out.
  2. Unplug the Clickfree Transformer.
  3. Log in again as Administrator.
  4. Plug the Clickfree Transformer in again.
     The backup then starts automatically.

- Your computer settings may prevent Clickfree from running automatically because "Autorun" is turned off.

  To fix this problem, follow these steps. You only need to do this once, not every time you use Clickfree.

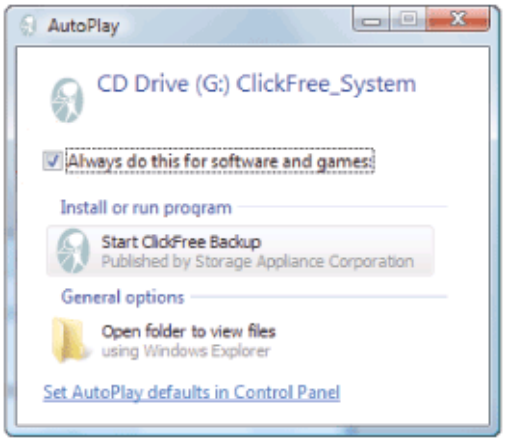
♦ **To turn on Autorun:**

With the Transformer connected to your computer, and the hard drive connected to the Transformer:

1. Click the *Start* button on your computer, then click *My Computer* (WindowsXP/2000) or *Computer* (Vista).
2. In the window that appears, find *ClickfreeTformer*.
3. Right-click *ClickfreeTformer* and select *Explore*.
4. Double-click *FixMyClickFreeBackup.exe*, and follow the on-screen instructions.
5. Unplug and re-connect the Transformer. Backup should start automatically.

WHAT IF THE VISTA AUTOPLAY WINDOW APPEARS?

In Windows Vista, if the AutoPlay window appears:


AutoPlay
CD Drive (G:) ClickFree_System
Always do this for software and games:
Install or run program
Start ClickFree Backup
Published by Storage Appliance Corporation
General options
Open folder to view files
using Windows Explorer
Set AutoPlay defaults in Control Panel

1. Check *Always do this for software and games*.
2. Click *Start ClickFree Backup*.

You only need to do this once, not every time you use Clickfree.

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HOW DO I CHANGE HOW CLICKFREE DOES BACKUPS?

You can change:

- The categories of content **Clickfree** backs up
- The file types/extensions that **Clickfree** searches for – see "How do I choose individual file types for backup" on page 57 in the "Advanced topics" chapter.
- Where **Clickfree** looks for this content.

You can also tell **Clickfree** to back up all of the files in a folder, regardless of what category or file type they are.

Note:	Changes you make to how Clickfree does backups are "sticky": they are stored and applied again to later backups on this computer, unless you modify them or apply factory settings – see "What are 'factory settings' and how do I use them?" on page 47 in the "Advanced topics" chapter.

What do the Cancel, Next, *and* Back *buttons do?*

As you go from one step to the next to back up content, the screens you see usually have buttons for *Cancel*, *Next >*, and *Back>*.

Cancel abandons the changes you have made and returns you to the *Manage Settings and PCs* screen.

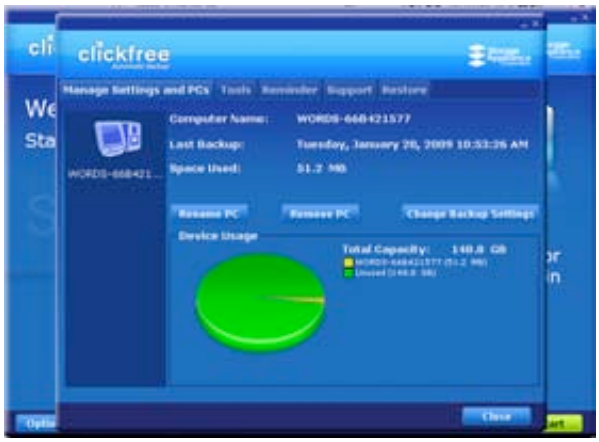
Next > accepts the decisions you have made so far, then moves on to the next step and the next decision.

Back > sends you back to the previous step so that you can change a decision you already made. Until you click *Start* or *Cancel* there is no limit to how often you can go back and make changes.

♦ **To review or change what gets backed up:**

1. Follow steps 1 to 5 of the procedure "How do I start using my **Clickfree Transformer**?" on page 10.
2. Before the countdown reaches zero, click *Options*.

The *Manage Settings and PCs* screen is displayed:



3. Now click *Change Backup Settings*.

CHOOSING CATEGORIES OF CONTENT TO BE BACKED UP – REQUIRED

4. All of the categories are selected by default. Choose the categories of content to be backed up, for example, Text Documents, Photos, and Videos.
   - To include a category, for example, Photos, in the backup, make sure that the box to the left of the category name is checked

. If it isn't, click the box to check it. You can add and remove the checkmark by clicking in the box.
   - To exclude a category, for example, Music, from the backup, make sure that the box to the left of the category name is unchecked

. If it is checked, click the box to uncheck it.

Note: You can make a finer selection by choosing file types within each category. For details, see "How do I choose individual file types for backup" on page 57 in the "Advanced topics" chapter.

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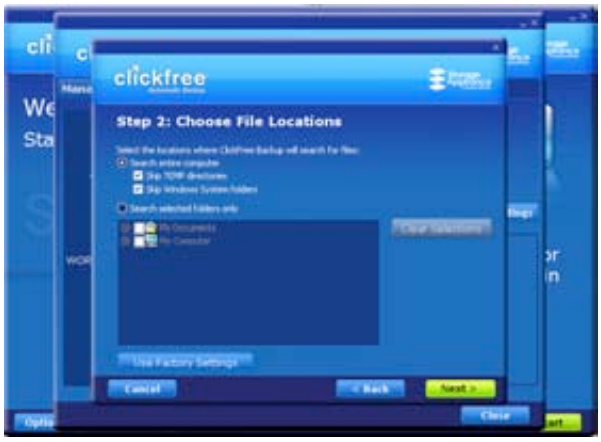
5. When you are finished choosing content categories, click *Next* >.

Note:	You must choose at least one file type or category – you cannot leave all file types and categories unchecked.



CHOOSING LOCATIONS TO SEARCH FOR CONTENT – REQUIRED

6. Choose where you want **Clickfree** to search for the categories you chose earlier – **Clickfree** can either:
   - look through your entire computer (the default setting)
     or
   - look only in certain folders

♦ **To look through the entire computer:**

- Choose *Search the entire computer*

.

  Clickfree can optionally skip temporary folders and/or folders that Windows uses for its own files:

  - Check or uncheck *Skip TEMP directories* to skip or not skip temporary folders.
  - Check or uncheck *Skip Windows System folders* to skip or not skip folders that Windows uses for its own files.

♦ **To look only in certain folders:**

- Choose *Search selected folders only*

then select folders from *My Documents*. and *My Computer*.
  - To search the entire *My Documents* folder, make sure that the checkbox is checked

.
  - To see details of a folder under *My Documents*, click the + to the left of the checkbox. This expands *My Documents* to show the folders that it contains, and changes the + to a -. Click the – when you want to collapse the folder again.

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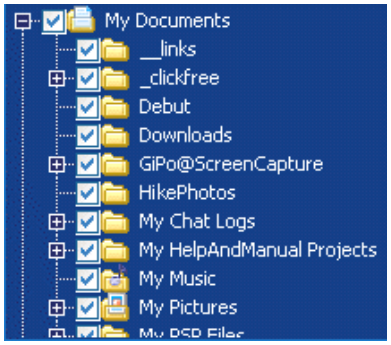
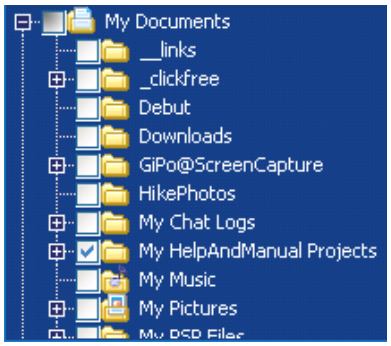


Each folder with a + beside it can also be expanded.

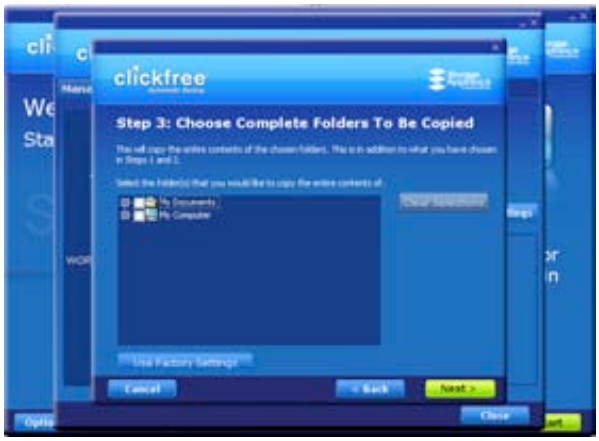
- You can now choose the individual folders you want to be searched by adding and removing checkmarks in the checkboxes. For example, to search only the folder with the Help and Manual projects, uncheck the *My Documents* checkbox, then check only *My HelpAndManual Projects*:



- Do the same for *My Computer*.

Note: You must choose a location – you cannot leave all locations unchecked.

7. When you have made your choices, click *Next >*.



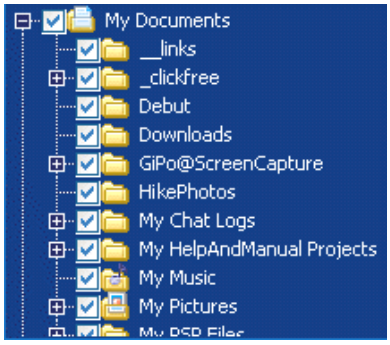
CHOOSING COMPLETE FOLDERS TO BE BACKED UP – OPTIONAL

8. Choose complete folders to be backed up in addition to categories and locations.

   The folders you choose here are completely copied -, all of their files are backed up regardless of file type. Complete folders are backed up in addition to the file types in the locations you already chose.

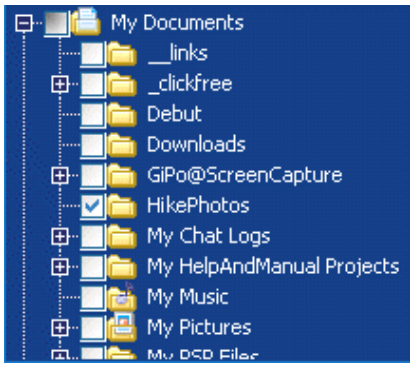
   - To add the entire *My Documents* folder to the backup, make sure that the checkbox is checked

.
   - To see details of a folder under *My Documents*, click the + to the left of the checkbox. This expands *My Documents* to show the folders that it contains, and changes the + to a -. Click the − when you want to collapse the folder again.



   Each folder with a + beside it can also be expanded.

   - You can now choose the individual folders you want to include in the backup by adding and removing checkmarks in the checkboxes. For example, within *My Documents* if you want to include only the folder with the photos of your hike, uncheck the *My Documents* checkbox, then check only *HikePhotos*:



   - Do the same for *My Computer*.

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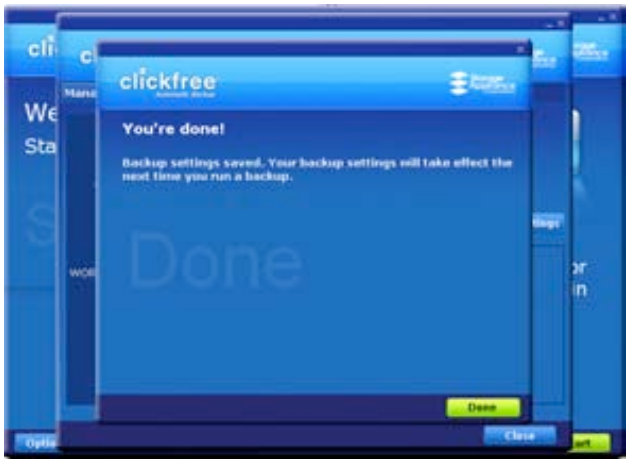
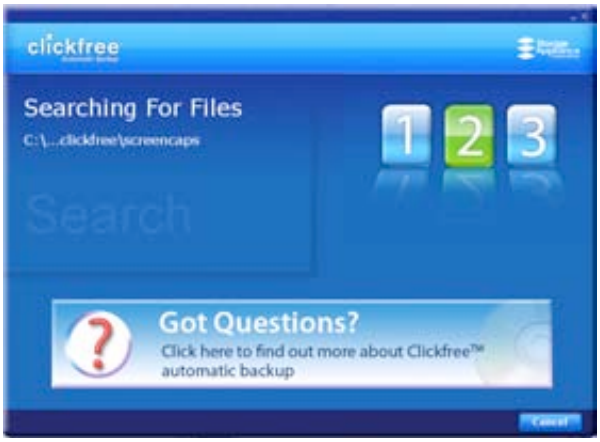
9. When you have made your choices, click *Next >*.


clickfree
You're done!
Backup settings saved. Your backup settings will take effect the next time you run a backup.
Done
Close

10. Click *Done* then *Close* to continue with the countdown. You can click *Start* at this time to go to the backup right away without waiting for the rest of the countdown.

Clickfree searches for content to back up

Before actually backing up any content, **Clickfree** searches the locations you chose for your chosen categories of content:



It adds up the sizes of all of the content it finds, then adds the sizes of the files in the complete folders you also chose. See “What if there is not enough space on my external hard disk?” on page 21.

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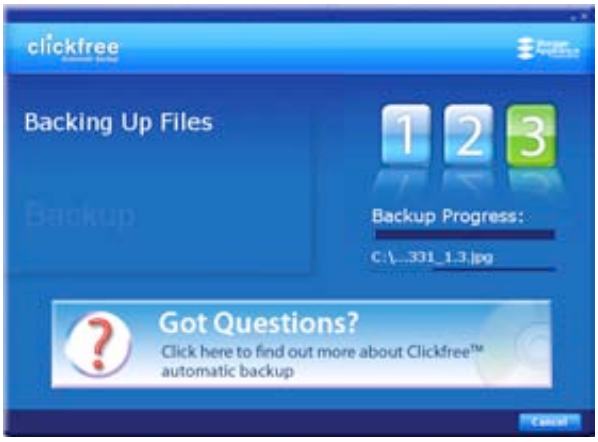
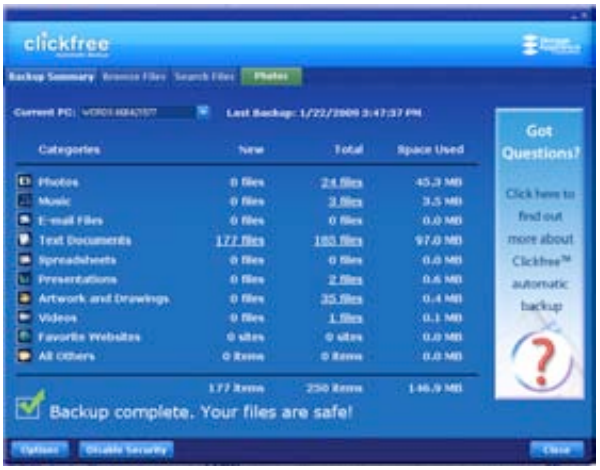
Clickfree backs up your content

If there is enough space on your external hard drive, **Clickfree** then backs up the content and complete folders you chose to your external hard drive:



At the end of the backup, a *Backup Summary* screen is displayed:



The *Backup Summary* screen shows you how many files in each category were backed up this time (*New* column) and from all backups, including this one (*Total* column). The *Space Used* column shows the amount of space that files from all backups take up on the external hard drive.

When you see the *Backup Summary* screen, simply unplug the **Clickfree** Transformer and external hard drive and store them in a safe place.

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WHAT IF THERE IS NOT ENOUGH SPACE ON MY EXTERNAL HARD DISK?

While **Clickfree** is searching for content to back up, it adds up the amount of disk space needed and compares that with the free space on the external hard drive. If there is not enough free space for your content, **Clickfree** prompts you to go to the backup options screen and adjust your settings:

Sorry, there is not enough free space on the device to complete this backup. Backup has been stopped.
Your device has 1.4 GB available but you require 4.2 GB to complete your backup. If you still want to run this backup, disconnect and reconnect the device to your computer and click on Options to adjust your backup settings.
OK

For example, you might want to reduce the number of file categories being backed up. See “How do I Change how Clickfree does backups” on page 14 for details.To remove a computer

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Restoring my content

WHAT IF MY COMPUTER'S INTERNAL HARD DRIVE STOPS WORKING, OR I WOULD LIKE TO TRANSFER MY CONTENT TO A NEW COMPUTER?

All computer hard drives fail eventually, sometimes without warning. Occasionally, computers suffer damage that affects the hard drive. Sometimes, laptop computers get lost or stolen. Sometimes, also, you may delete content by mistake. When these things happen, other computer users may lose valuable, sometimes irreplaceable, data.

But if you lose content you'll be really happy that you bought and used **Clickfree**. Your backed-up content is safe on your **Clickfree** backup, and can be restored when you have a working computer again.

A **Clickfree** backup is also ideal for transferring your content from an old computer to a new one. See "How do I restore from multiple computers? And how can I undo a restore?" on page 32.

WHAT DO I NEED BEFORE I CAN USE CLICKFREE TO RESTORE MY CONTENT?

Before you can restore your content, your computer needs to be working – at the very least it needs to be able to start up and display the desktop.

In addition you need the external USB hard drive you used to back up your content.

Of course, you can 'restore' your content to any computer that meets the system requirements (see "What do I need before I start?" on page 9), not just to the computer whose content you backed up.

The easiest way to copy content between computers is to plug the same combination of **Clickfree** Transformer and external hard drive in to your new computer. When the **Clickfree** application launches, just click the *Restore* button at the bottom of the countdown screen.

HOW DO I GET MY CONTENT BACK?

To get your content back you don't need to do much more than you did to back the content up – it just takes a couple of clicks.

As with **Clickfree** backup, you can either make some choices – whether to restore all, or just selected content, and where the content is restored to – or you can allow **Clickfree** to make the choices for you.

WHAT GETS RESTORED, AND TO WHERE?

When **Clickfree** restore runs without you changing any options, it restores all of the content that was backed up, and puts it in the same folders on your computer that it was backed up from. This is the best choice if you have a new computer, or if you have repaired your old computer and all of the content was erased.

On the other hand, if you have files on the computer, the restored files replace files of the

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same name in the same location, but only after asking your permission.

If you prefer, you can easily tell **Clickfree** restore to restore your files to a place on your computer's hard drive where they will not replace the files you already have.

For details, see:

- "How do I let **Clickfree** restore decide what to restore and where?" on page 23
- "How do I change how **Clickfree** restores content?" on page 27.

HOW DO I LET CLICKFREE RESTORE DECIDE WHAT TO RESTORE AND WHERE?

You can allow Clickfree to make the decisions about what to restore and to where, but you need to confirm what Clickfree plans to do.

♦ **To let Clickfree decide what to restore and to where:**

1. Make sure that your computer is switched on and has finished starting up.
2. Log in, if that is what you normally do.
3. Connect the **Clickfree** Transformer to your computer by plugging it in to a USB port.

   Clickfree starts up just as it did when you used it to back up your content.
4. Wait for the **Clickfree** window to appear – this may take up to 60 seconds.
5. If your external hard drive came with a power adaptor, plug it in now to the hard drive and to a power socket.
6. Connect the external hard drive your content is backed up on to the **Clickfree** Transformer as shown here:

   The **Clickfree** *Welcome* window appears with the countdown, just as it did when you used it to back up your content.

   But this time you are not going to allow **Clickfree** to start the backup.

   Because you have backed-up content on your external hard drive, the countdown screen now shows buttons at the bottom to allow you to *View Files* and *Restore* files:

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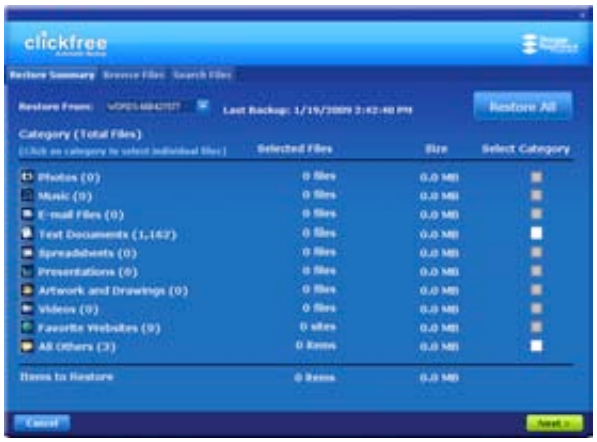
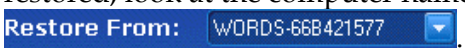
7. Before the countdown gets to zero, click *Restore*. The *Restore Summary* screen appears.



8. Before you click *Restore All* to restore all of your content, or select categories to be restored, look at the computer name in the *Restore From* box:



   If your external hard drive contains backups created on the computer that you are using, the *Restore From* box by default contains the name of this computer, and, unless you change it, the content to be restored will come from this computer.

9. Click the arrow at the right of the *Restore From* box:

   The drop-down list contains the names of all of the computers that have been backed up on your external hard drive.

10. Select the name of the computer whose content you want to restore.

Warning: If you choose *Restore my files to their original location* to restore content backed up on a different computer, you may inadvertently overwrite files that by chance have the same name on both computers. Be very careful before proceeding with restore under these conditions.

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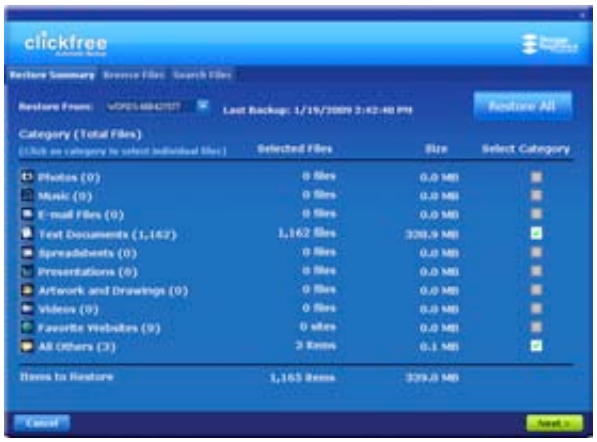
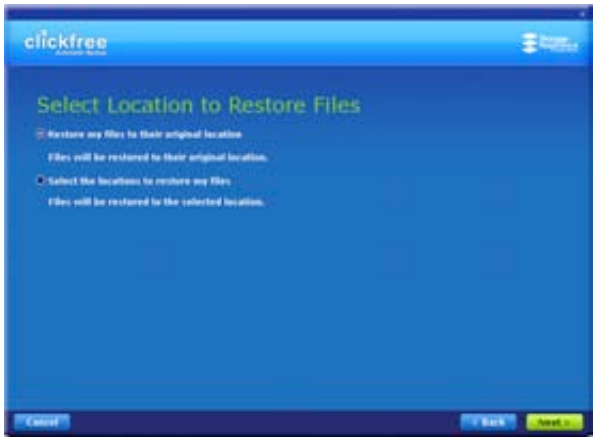
11. Since you are going to restore all of your content, simply click *Restore All*.

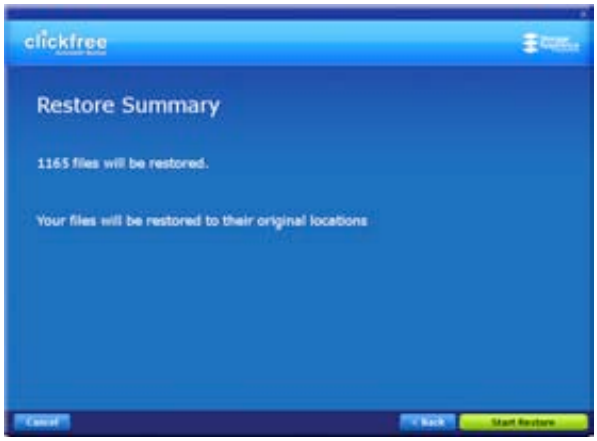


Note that all of the categories that have backed-up content are checked off in the *Select Category* column.

12. Click *Next >*.


clickfree
Select Location to Restore Files
Restore my files to their original location
Files will be restored to their original location.
Select the locations to restore my files
Files will be restored to the selected location.
Cancel
< Back
Next >

13. Since you are letting **Clickfree** restore files to their original locations, simply click *Next >*.



Clickfree confirms how many files will be restored, and where they are going to be restored to.

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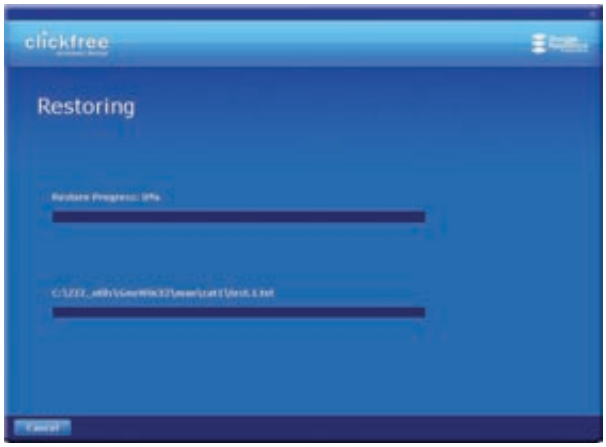
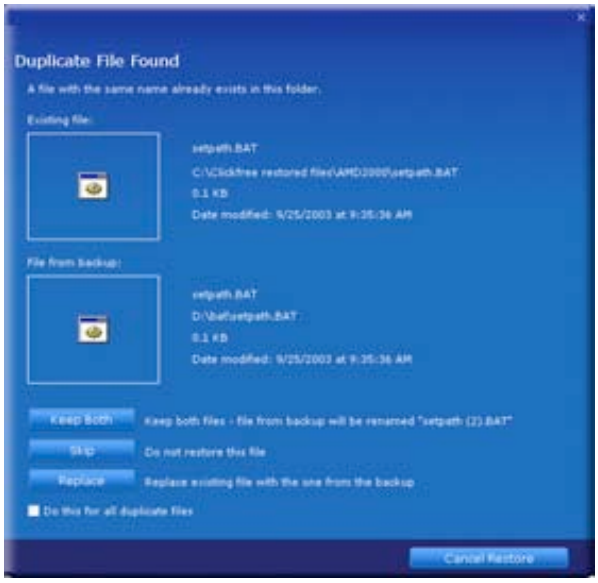
14. Now just click *Start Restore*.

    As **Clickfree** restores your content, it shows you what is happening and how far it has gotten in the process.



15. Before it overwrites an existing file on your computer with one of the same name from the backed-up files, **Clickfree** asks if you want to replace the existing file with the one from the backup:



16. You can choose to:

    - Keep both copies of this one file – click *Keep Both.* **Clickfree** renames the backed-up file by adding ' (2)' to the end of the file name, then restores the renamed file.
    - Keep both copies of all same-name files – check *Do this for all duplicate files* and click *Keep Both*. **Clickfree**, without asking you , renames the remaining backed-up files by adding ' (2)' to the ends of the file names, then restores the renamed files.
    - Not replace this one file – click *Skip*
    - Not replace any same-name files – check *Do this for all duplicate files* and click *Skip*. **Clickfree** skips all remaining same-name files without asking you.
    - Replace just this file – click *Replace*
    - Replace all same-name files – check *Do this for all duplicate files* and click *Replace*. **Clickfree** replaces all remaining same-name files without asking you.

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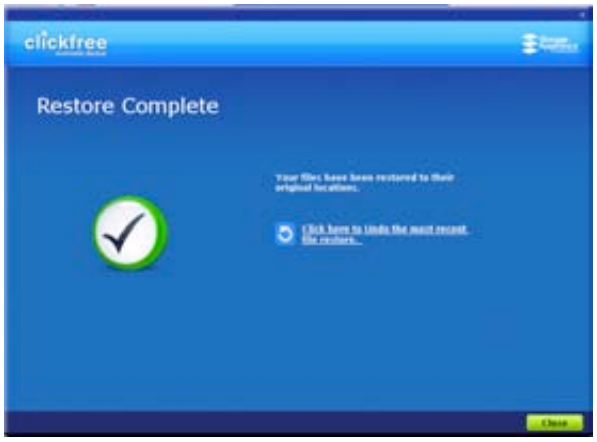
If two files have the same size (KB) and same date modified, it is likely safe to skip.

If you skip any files, **Clickfree** completes "with exceptions". For details see "Restore completed with exceptions" on page 33.

17. When all of your content has been restored, **Clickfree** tells you that it is done, and, if it has replaced files on your computer, gives you a chance to undo the restore.



If you want to undo, see "How do I undo a restore?" on page 34.

Warning: There is no way to undo *after* you close this dialog.

18. If you do not want to undo the restore, click *Close*.

Note: Your content has not been deleted from your **Clickfree** backup: it is still safe on the external hard drive.

19. When you see the Restore Summary screen, simply unplug the **Clickfree** Transformer and external hard drive and store them in a safe place.

HOW DO I CHANGE HOW CLICKFREE RESTORES CONTENT?

By making choices at several steps in the restore process you can affect which content is restored and where it is restored to.

What do the Cancel, Next, *and* Back *buttons do?*

As you go from one step to the next to restore content, the screens you see usually have buttons for *Cancel*, *Next* >, and *Back*>.

Cancel completely stops the restore, and returns you to the countdown screen.

Next > accepts the decisions you have made so far, then moves on to the next step and the next decision.

Back > sends you back to the previous step so that you can change a decision you already made. Until you click *Restore Now* or *Cancel* there is no limit to how often you can go back and make changes.

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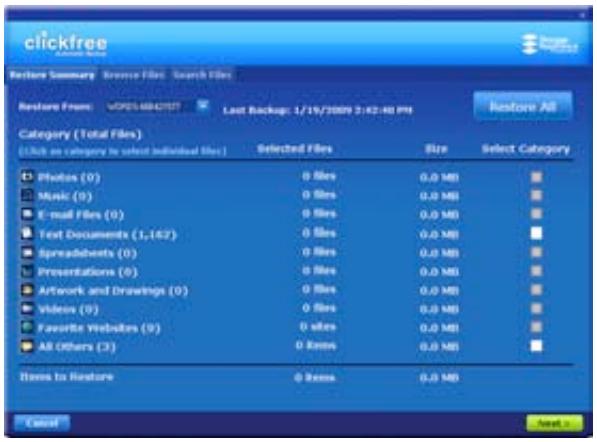
RESTORING CONTENT

♦ **To change how Clickfree restores content:**

1. Follow steps 1 to 7 of the previous section "How do I let **Clickfree** restore decide what to restore and where?" on page 23.

   The *Restore Summary* screen appears:



2. Before you click *Restore All* to restore all of your content, or select categories to be restored, look at the computer name in the *Restore From* box:

   If your external hard drive contains backed-up content from the computer that you are using, the *Restore From* box by default contains the name of this computer, and, unless you change it, the content that will be restored will be from this computer.

CHOOSING THE COMPUTER TO RESTORE FROM

3. Click the arrow at the right of the *Restore From* box:

   and select the name of the computer whose content you want to restore.

Warning: If you choose *Restore my files to their original location* to restore content backed up on a different computer, you may inadvertently overwrite files that by chance have the same name on both computers. Be very careful before proceeding with restore under these conditions.

4. To restore content from more than one computer simply repeat the restore process choosing a different computer each time in step 3.

5. What you do next depends on whether you want to restore all or only some of your files.
   - If you want to restore only some of your files, continue with step 6.
   - If you want to restore all of your files, click *Restore All* and go to step 7.

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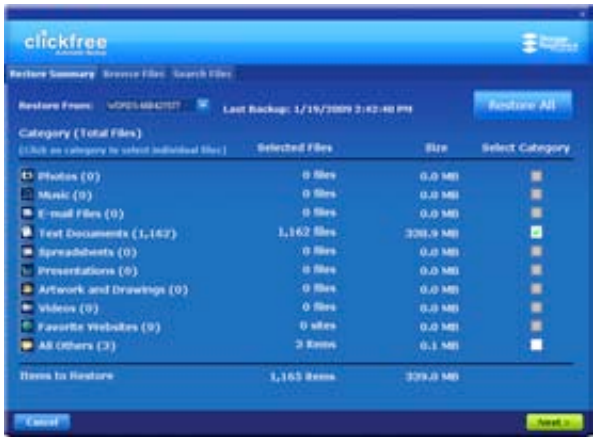
CHOOSING CATEGORIES OF CONTENT TO BE RESTORED

6. Note that all of the categories that contain files (with the number of files in parentheses after the category name) have checkboxes that you can check off in the Select Category column.

   For each category whose content you want to restore, click the checkbox to select the category.



7. Click *Next >*.

   You can also choose to restore content of individual file types within each category. For details see "How do I choose individual files for restore" on page 59 in the "Advanced topics" chapter.

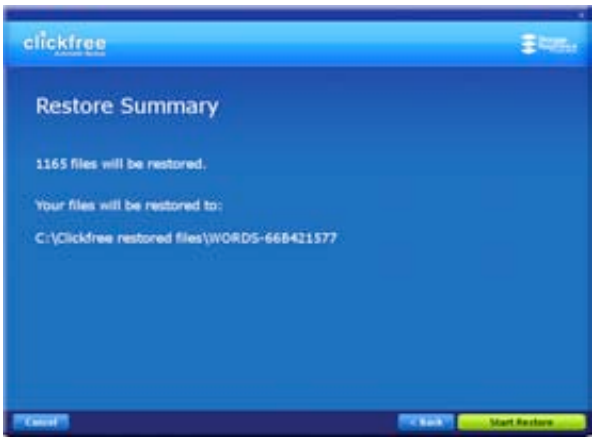
CHOOSING WHERE TO RESTORE CONTENT TO

8. What you do next depends on whether you want to restore your content to its original locations or to somewhere else.

   - If you want to restore your content to its original locations, leave *Restore my files to their original location* selected

, and click *Next>.*

     A summary screen shows you how many files will be restored and where they will be restored to.



     Click *Start Restore,* and continue with step 11.

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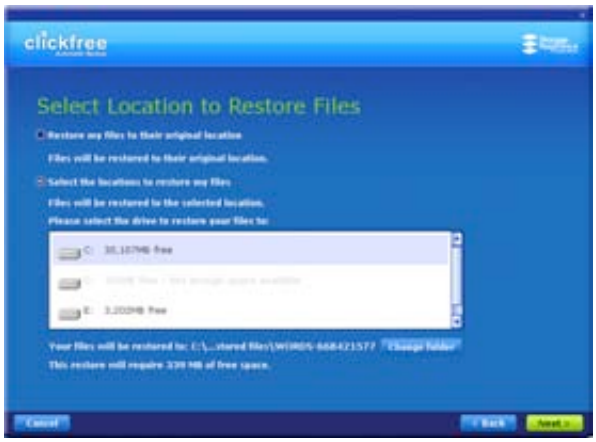
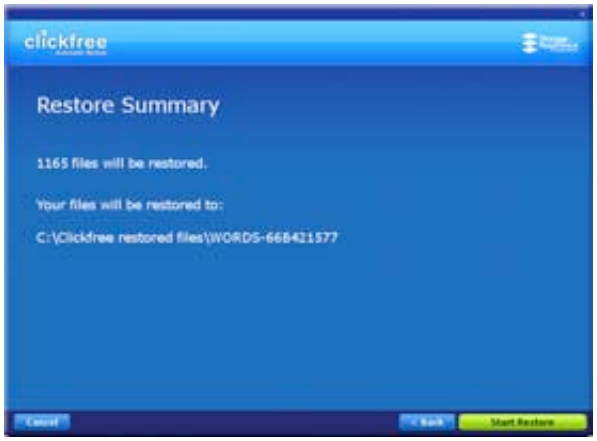
- If you want to restore your files to a location where they will not overwrite existing files on your hard drive, click *Select the locations to restore my files* Select the locations to restore my files, and continue with step 9.



9. Click *Next >*.
10. Assuming that there is enough space on your C: drive (as shown here), click *Next >*.

    To choose another drive or folder to restore to, see "How do I choose another drive and/or folder to restore to" on page 62 in the "Advanced topics" chapter.

    A summary screen shows you how many files will be restored and where they will be restored to.



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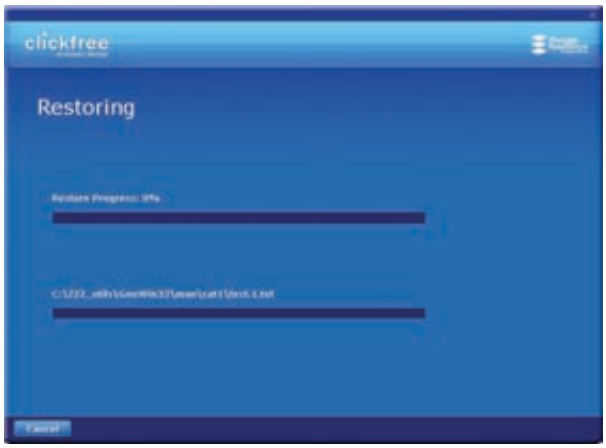
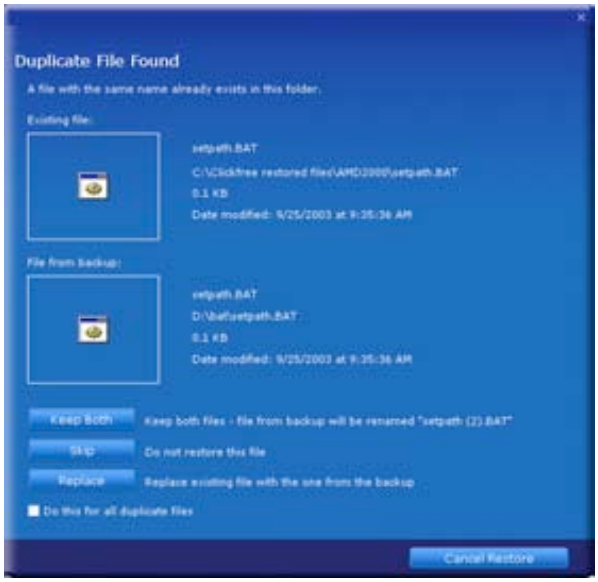
11. Click *Start Restore*.

    As **Clickfree** restores your content, it shows you what is happening and how far it has gotten in the process.



    Before it overwrites an existing file on your computer with one of the same name from the backed-up files, **Clickfree** asks if you want to replace the existing file with the same-name file from the backup:



12. You can choose to:
    - Keep both copies of this one file – click *Keep Both.* **Clickfree** renames the backed-up file by adding ' (2)' to the end of the file name, then restores the renamed file.
    - Keep both copies of all same-name files – check *Do this for all duplicate files* and click *Keep Both*. **Clickfree**, without asking you , renames the remaining backed-up files by adding ' (2)' to the ends of the file names, then restores the renamed files.
    - Not replace this one file – click *Skip*
    - Not replace any same-name files – check *Do this for all duplicate files* and click *Skip*. **Clickfree** skips all remaining same-name files without asking you.
    - Replace just this file – click *Replace*
    - Replace all same-name files – check *Do this for all duplicate files* and click *Replace*. **Clickfree** replaces all remaining same-name files without asking you.

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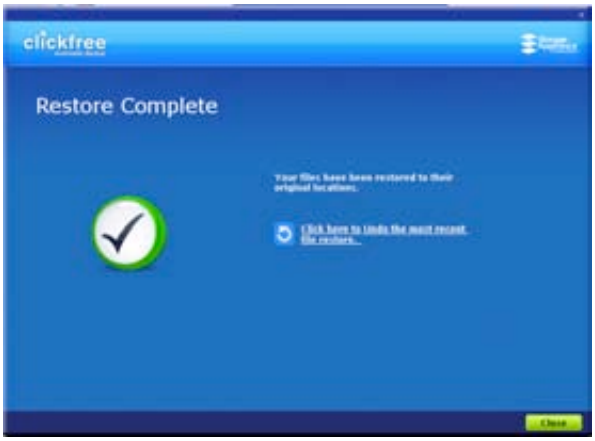
If two files have the same size (KB) and same date modified, it is likely to be safe to skip.

If you skip any files, **Clickfree** completes "with exceptions". For details see Restore completed with exceptions" on page 33.

When all of your content has been restored, **Clickfree** tells you that it is done, and, if it has replaced files on your computer, gives you a chance to undo the restore.



If you want to undo, see "How do I undo a restore?" on page 34.

Warning: There is no way to undo *after* you close this dialog.

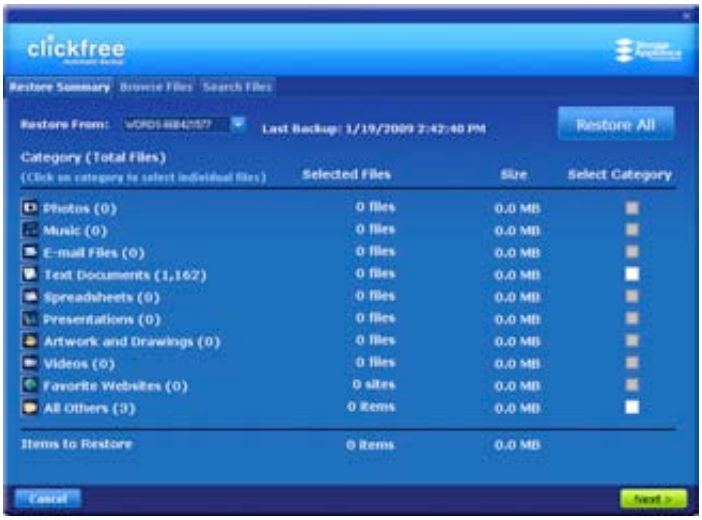
13. If you do not want to undo the restore, click *Close*.

Note: Your content has not been deleted from your **Clickfree** backup: it is still safe on the external hard drive.

When you see the *Backup Summary* screen, simply unplug the **Clickfree** Transformer and external hard drive and store them in a safe place.

HOW DO I RESTORE FROM MULTIPLE COMPUTERS? AND HOW CAN I UNDO A RESTORE?

At the start of a restore, you see a screen like this:



Before you click *Restore All* to restore all of your files, or select categories to be restored,

look at the computer name in the *Restore From* box:

.

If your external hard drive contains backed-up files from the computer that you are using, the *Restore From* box contains the name of this computer, and the files that will be restored come from this computer.

- **To restore files that were backed up on another computer:**

1. Click the arrow at the right of the *Restore From* box:

   and select the name of the computer whose files you want to restore.

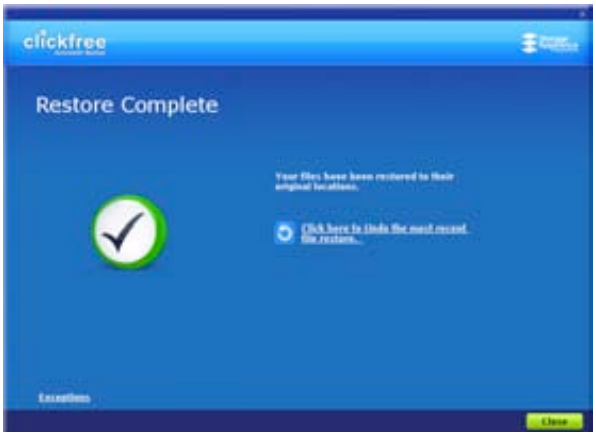
Warning: If you choose *Restore my files to their original location* to restore files backed up on a different computer, you may inadvertently overwrite files that by chance have the same name on both computers. Be very careful before proceeding with such a restore.

---

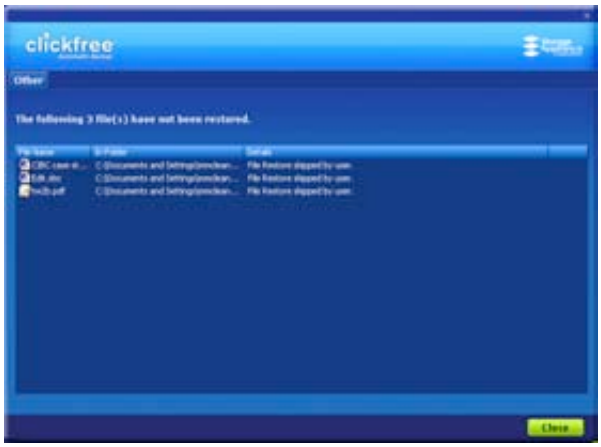
2. Continue with restore as described in "How do I let **Clickfree** restore decide what to restore and where?" on page 23, or "How do I change how **Clickfree** restores content?" on page 27.
3. To restore files from more than one computer simply repeat the restore process choosing a different computer each time in step 1.

RESTORE COMPLETED WITH EXCEPTIONS

If you skip any files during a restore, the Restore Complete screen has an Exceptions link at the bottom left:

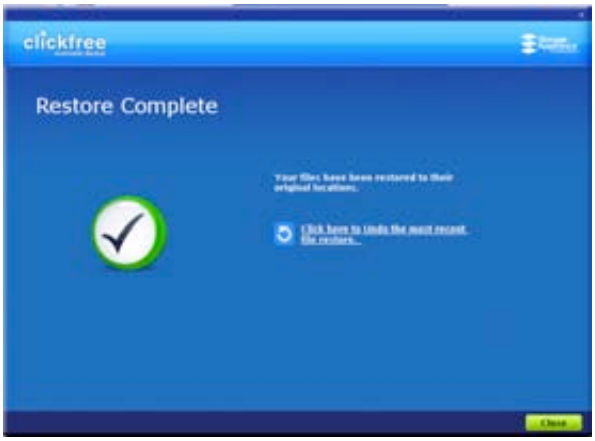


- Click the link to see what files were not restored:



HOW DO I UNDO A RESTORE?

Whenever you restore files to their original locations, **Clickfree** gives you a chance to undo the restore, in case you have mistakenly overwritten a file.



♦ **To undo the effects of a restore:**

1. Click *Click here to undo ….*

   The restored files are replaced on your computer by the files that were there before the restore.

   However, the backed-up content is still safe on your external hard drive.

Warning: There is no way to undo *after* you close this dialog.

2. Click *Close*.
3. When you see the *Restore Summary* screen, simply unplug the **Clickfree** Transformer and external hard drive and store them in a safe place.

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HOW DO I FIND FILES THAT WERE RESTORED

If **Clickfree** restored your files to a folder that was not their original location, **Clickfree** puts an icon on your desktop so that you can quickly and easily get to the restored content:

- **To find files that were restored:**

  Double-click the icon to open a *Windows Explorer* at the folder where your content was restored.

  You can now use *Explorer* to move the files to a more convenient folder.

  My program cannot find the restored files – what should I do?

  Note: Some programs, especially those like *Outlook* in which you do not open files from a file open dialog, expect to find their files in a particular folder. If you restore files to a folder other than the original location, your program may not be able to find them.

  If your program displays an error message telling you that it cannot find its files, or if the program starts up but your data is missing, you will need to move the files to the proper folder. Unfortunately, this is different for every application and you may need to consult the program's Help or user guide to find out where the files need to be moved to.

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Browsing, Searching & Viewing my files

From the *Backup Summary* screen you can:

- Browse your backup(s) for files
- Search your backup(s) for files
- View backed-up files

STARTING FROM THE WELCOME SCREEN

♦ **To browse and search for files, or view photos:**

Before the countdown gets to zero, click *View Files*. The *Backup Summary* screen is displayed.

FROM THE BACKUP SUMMARY SCREEN

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- **To browse and search for files, or view photos:**

  1. In the *Current PC box* select the name of the computer whose files you want to search for/browse for/view.
  2. Do one of the following:
     - Click the name of a category , and follow "How do I search for my backed-up files" on page 40
     - Click the *Photos* tab, and follow "How do I view and use photos" on page 37
     - Click the *Browse Files* tab, and follow "How do I browse my backed-up files" on page 39
     - Click the *Search Files* tab, and follow "How do I search for my backed-up files" on page 40

HOW DO I VIEW AND USE PHOTOS?

The photo viewer shows "thumbnails", or miniature views of your photos and videos.

You can select one or more photos and use the buttons at the bottom of the screen to:

- Print them on your own printer
- Share them on Facebook or Myspace
- Email them (if you use Outlook or Outlook Express for your email)

You can also select one photo and:

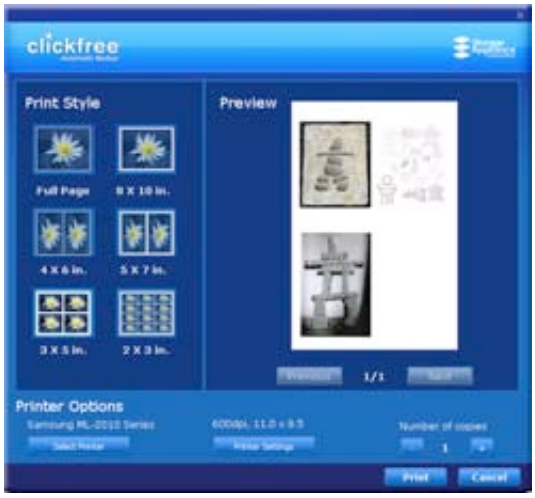
- Use it as wallpaper for your computer

- **To select photos:**

Click the photo so that the checkbox at the top right is checked. As you continue to click photos, they are added to the selection.

- **To use a photo as wallpaper:**
  1. Click the photo. Make sure that only one photo is selected.
  2. Click *Wallpaper*. The chosen photo becomes your computer Wallpaper:

- **To print photos:**
  1. Select the photos.
  2. Click *Print @ Home* and select the *Print Style*:



  3. Set the *Printer Options,* and click *Print*.

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- **To share photos:**

  1. Select the photos.
  2. Click *Share Photos*:

  3. Click *facebook* or *myspace.com* and log in.

- **To email photos:**

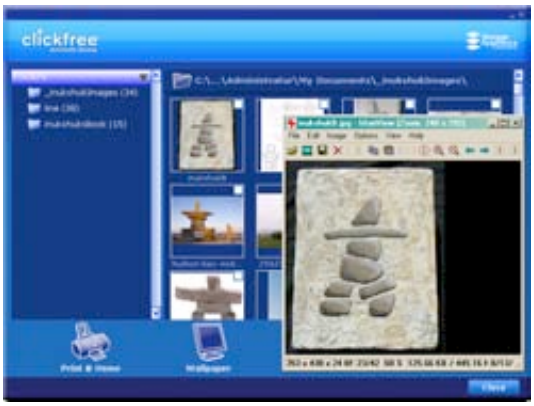
  1. Select the photos.
  2. Click *Email*:

     If you use *Outlook* or *Outlook Express* for your email, the email program opens a new blank message with the photos included as attachments.

  3. Address and send the message as you would normally do.

- **To open a photo:**

  Double-click the photo. It opens in your usual program for working with photos:



HOW DO I BROWSE MY BACKED-UP FILES?

- **To browse for files that you have backed up:**

  Expand and collapse the folders on the left side of the screen:

  - Click the + to expand the view
  - Click '+' to the left of a collapsed folder to expand it
  - Click '-' to the left of an expanded folder to collapse it
  - Click a folder or the folder name to view the list of contents

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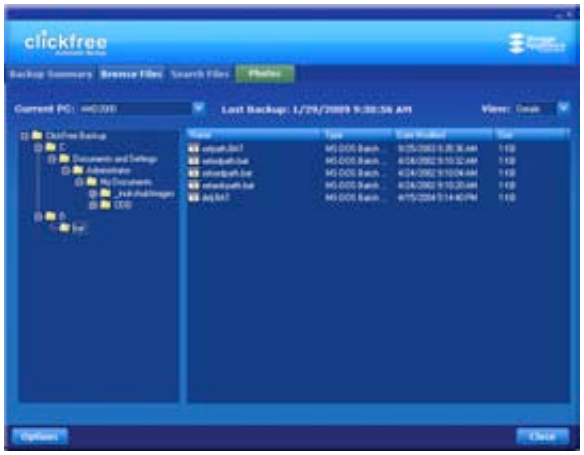
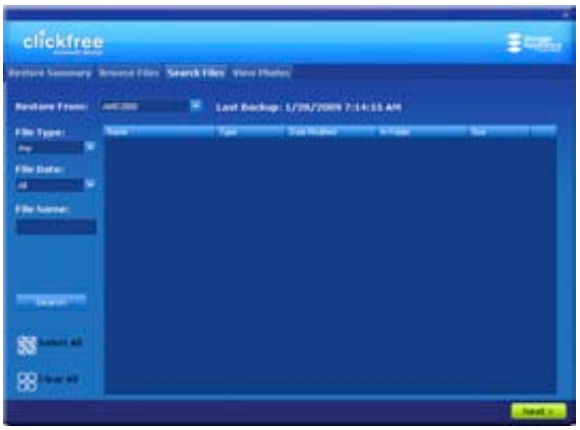


To find out more about what you can do with the files that are displayed, see "What can I do with files from browse, search and view photos" on page 42.

HOW DO I SEARCH FOR MY BACKED-UP FILES?

If you clicked the *Search Files* tab, the *Search* screen looks like this:



You can enter search factors to find the files you want.

If you clicked a category name, the *File Type* is already filled in, and all files of that category, regardless of *File Date* or *File Name*, are displayed.

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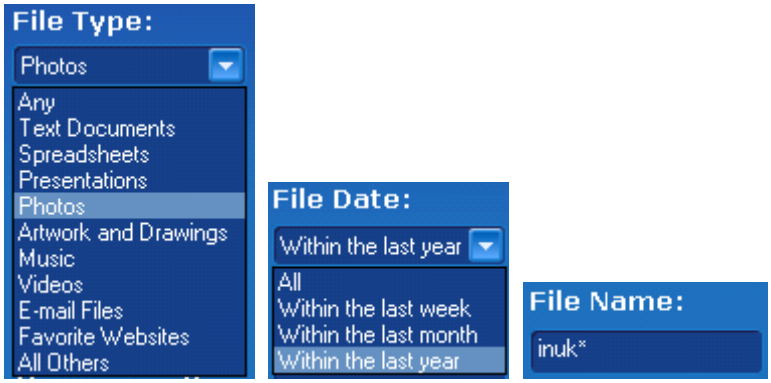
♦ **To search for files:**

1. Use the combination of *File Type*, *File Date*, and *File Name* that you think should match the file(s) you want to find:



These selections are combined so that only files that match all of them are found – in this case only files in the category Photos, **and** created/last changed within the last year, **and** with names starting with 'inuk'.

- *File Type* – select a category, or 'Any' if you want all categories to be searched
- *File Date* – select the time period within which the files were created or changed, or 'All' if you want the date to be ignored
- *File Name* – type a "mask" to select files. A blank file name matches all files.

  Type whatever you can remember of the file names you want to find, and substitute:

  - ? for one character, meaning that character can be anything at all
  - * for any number of characters, meaning these characters can be anything at all

  For example (assuming that the *File Type* and *File Date* selections you made would include them):

  - To find all files whose names begin with '08Dec', type '08Dec*' – this will find 08Dec_LetterToMary.doc, but not 2008DecemberExpenses.xls
  - To find all files with 'Dec' anywhere in the name, type '*Dec*' – this will find 08Dec_LetterToMary.doc, 2008DecemberExpenses.xls, etc
  - To find all files with 'n' as the second character of the name, type '?n*' – this will find IndiaSlides.ppt, inukshuk5.jpg, but not 5inukshuk.jpg
  - To find all files of type 'doc' or 'docx', type '*.doc*' – of course, this will also find any files that have type 'doczzz' as well

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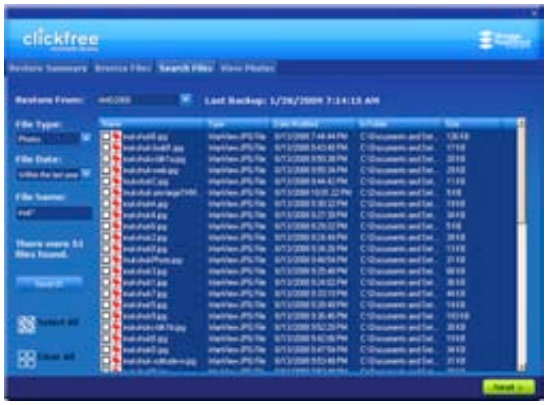
2. Click *Search*.

   Files that match all of your search factors are displayed.



   For information about what you can do with the files that are displayed, see "What can I do with files from browse, search and view photos" on page 42.

WHAT CAN I DO WITH FILES FROM BROWSE, SEARCH AND VIEW PHOTOS

When you have files displayed in the browse, search or photo view screens, you can either:

- double-click a file to open it with the program that your computer normally uses for files of this type
- right-click a file and choose one of several actions as shown below

If you select more than one file, some of the actions act on all of the selected files.

♦ **To work with the file(s) you have selected:**

1. Right-click the file (or one of the files) to bring up a menu.
2. Select one of the menu items:
   - *Open* – to open the file with the program that your computer normally uses for files of this type
   - *Open with* (not for photos in the *View Photos* screen) – to choose the program that you want *Windows* to use to open the file
   - *Restore file to your computer* – to restore that file to a location you choose. See "Restoring content" on page 28 to continue with the restore.
   - *Restore file to original location* – to restore that file to its original location. See "Restoring content" on page 28 to continue with the restore.

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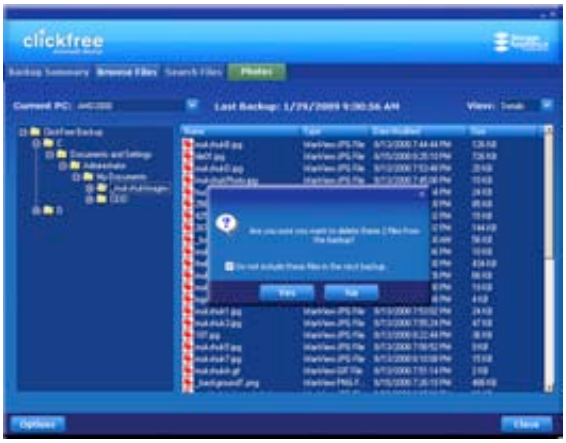
- *Delete selected files from the backup* – to delete files from the backup and optionally exclude them from all later backups:



- *Print this picture* (only for photos in the *View Photos* screen) – takes you to the same *Print Style* screen as you see when you click *Print @ Home,* but this time to print only one photo.

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Advanced topics

WHAT IF THERE IS MORE THAN ONE USER ON MY COMPUTER?

This matters only if each user has a separate user login name for the computer. If every user logs in with the same user name, all of their content is backed up and restored at the same time regardless of who is logged in.

When **Clickfree** runs, it can only back up the content that you can access from your login, and restore content to locations you have access to. Because *Windows 2000*, *Windows XP* and *Windows Vista* maintain a separate *Documents* or *My Documents* folder for each user name, **Clickfree** can back up only the corresponding content that belong to the person who is logged in, unless that person logs in as Administrator.

Administrator

"Administrator" is a special login name for the user who can make system-wide changes to the computer, has full control, and can access all of the files on the computer. Most home users are automatically the Administrator of their computer. If you don't know if you are the Administrator, or how to log in as Administrator, you might need to talk to the person who set up the computer for you. If no one set up your computer for you, then by default, you are the Administrator. talk

WHAT IF I HAVE MORE THAN ONE COMPUTER?

Clickfree Transformer can back up as many computers as you like: you are limited only by the amount of space on your external hard drive(s).

Clickfree creates a unique identifier for each computer that it is used with, regardless of the computer's name. This allows **Clickfree** to back up content for more than one computer without the files getting mixed up with each other, even if all of the computers have the same name.

You can change the name of a computer after backup to make it easier to remember which computer is which.

You change a computer's name from the **Clickfree** *Options* screen.

HOW IS BACKUP DIFFERENT WHEN I HAVE MORE THAN ONE COMPUTER?

It makes no difference at all - just plug the Transformer in to each computer to back it up.

Each time you back up a computer for the first time, its name is added to the drop down list of computers that you see on the *Backup Summary*, *Restore Summary*, and *Options* screens.

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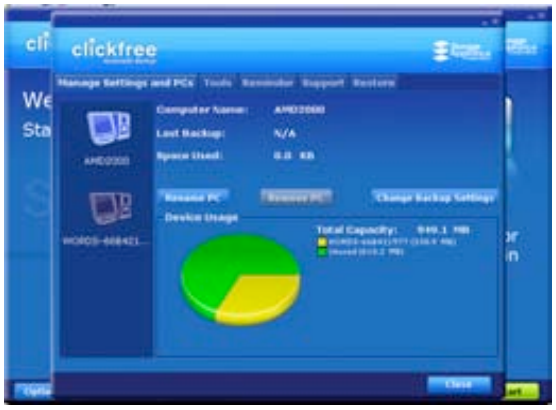
♦ **To find the name of a computer:**

1. Follow steps 1 to 7 of "How do I start using my **Clickfree Transformer**?" on page 10.
2. When you see the countdown, click *Options*.



All of the computers that **Clickfree** has backed up on your external hard drive are shown at the left side of the screen, with the computer name underneath.

When you click one of the computers, **Clickfree** shows:

- the computer name
- the date and time of last backup
- the amount of space taken up by backed-up content for that computer

♦ **To rename a computer:**

On the *Options* screen:

1. Click the computer whose name you want to change.
2. Click *Rename PC*.

3. Type the new name for the computer and click *Save*.

Note:	Use only letters, numbers and hyphens for the computer name.

♦ **To remove a computer:**

If you no longer want to keep content backed up from a computer (for example, you may no longer have that computer, and have already restored its content to another computer), you can free up space on your external hard drive by removing the old computer from **Clickfree**.

Warning:	If you have not restored the content and you still want to keep it, do not remove the computer from **Clickfree**: you cannot restore content from a computer that you have removed.

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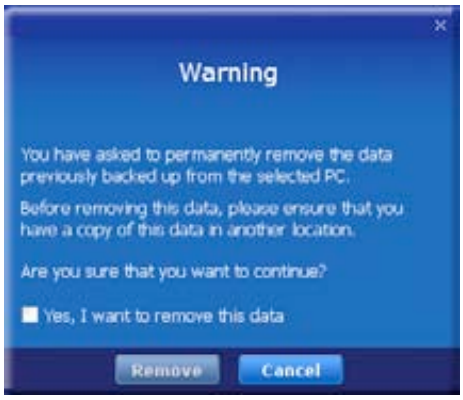
On the *Options* screen:

1. Click the computer you want to remove.
2. Click *Remove PC*.


Warning
You have asked to permanently remove the data previously backed up from the selected PC.
Before removing this data, please ensure that you have a copy of this data in another location.
Are you sure that you want to continue?
Yes, I want to remove this data
Remove
Cancel

3. If you really want to remove the computer from **Clickfree**, check the checkbox and click *Remove*.

Warning: Once you have removed a computer from **Clickfree** there is no way to recover that computer's content from the external hard drive.

Clickfree may take several minutes to erase the data, depending on the amount of content backed up on the external hard drive.To see how to remove the content from all computers, see "Master Reset" on page 49.

WHAT IF I USE MORE THAN ONE EXTERNAL HARD DRIVE?

You can use the **Clickfree** Transformer with as many external hard drives as you like – as far as **Clickfree** is concerned, each external hard drive (and the backups on it) is independent of the others.

HOW DO I MAKE MULTIPLE BACKUPS?

If you want to keep multiple backups of a computer, use multiple external hard drives for that computer.

But unless you want to keep multiple backups of a computer you are needlessly duplicating your content if you use more that one external hard drive to back up one computer.

The first time you back up a computer onto any external hard drive, **Clickfree** makes a full backup. The next time you use the same hard drive it backs up only new and changed content.

So if you use a second external hard drive with the same computer, **Clickfree** starts off with a full backup again.

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WHAT ARE 'FACTORY SETTINGS' AND HOW DO I USE THEM?

Factory settings can be used in **Clickfree** in two places:

- When choosing categories and file types to be backed up – see "Choosing categories of content to be backed up – required" on page 15

  Use Factory Settings for categories and files types means that all categories and the corresponding file types are included.

- When choosing locations to search – see "Choosing locations to search for content – required" on page 16

  Use Factory Settings for locations means that the entire computer is searched, except for temporary folders and folders that *Windows* uses for its own files.

♦ **To reset categories and file types to factory settings:**

1. On the *Choose File Types* screen click *Use Factory Settings*.
2. Click *Next* > and continue with choosing locations to be searched.

♦ **To reset locations to search to factory settings:**

1. On the *Choose File Locations* screen click *Use Factory Settings*.
2. Click *Next* > and continue with choosing complete folders.

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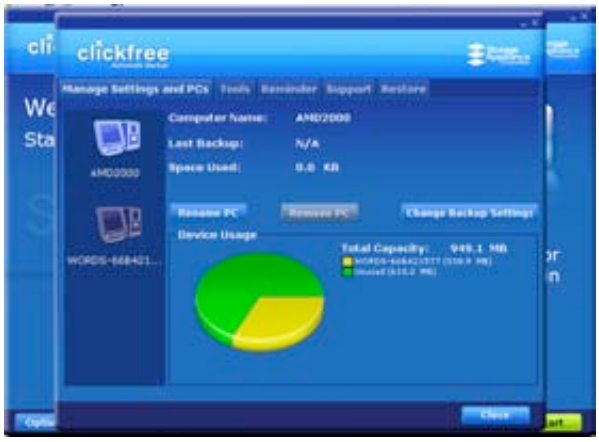
WHAT ARE THE CLICKFREE TOOLS, AND HOW DO I USE THEM?

Several tools are available for working with **Clickfree**:

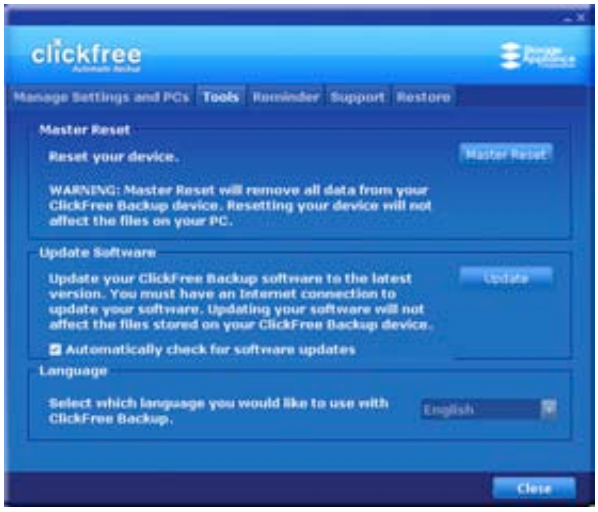
- *Master Reset* - removes all backed-up content from your external hard drive, and erases any changes you have made to the backup settings.
- *Software Update* – upgrades the **Clickfree** software
- *Language* – changes the language used in the **Clickfree** screens

♦ **To use these tools:**

1. Connect **Clickfree** to your computer as described in "How do I start using my **Clickfree Transformer**?" on page 10.
2. When you see the countdown screen, click *Options* before the countdown reaches zero:



3. Click the *Tools* tab to show the available tools.


clickfree
Manage Settings and PCs
Tools
Reminder
Support
Restore
Master Reset
Reset your device.
Master Reset
WARNING: Master Reset will remove all data from your ClickFree Backup device. Resetting your device will not affect the files on your PC.
Update Software
Update your ClickFree Backup software to the latest version. You must have an Internet connection to update your software. Updating your software will not affect the files stored on your ClickFree Backup device.
Update
Automatically check for software updates
Language
Select which language you would like to use with ClickFree Backup.
English
Close

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MASTER RESET

- **To apply Master Reset:**

Master Reset is used to remove all backed-up content from all computers that have been backed up on your external hard drive, and to apply factory settings – see "What are 'factory settings' and how do I use them?" on page 47.

After you perform a *Master Reset* you can no longer restore any previously backed-up content. However, your external hard drive can still be used for new backups.

Clickfree never erases anything other than the backups it has performed. Any other data stored on your external hard drive is left untouched and is never erased.

If you want to remove only the content that was backed up from one computer, see "To remove a computer" on page 45.

1. On the *Tools* screen click *Master Reset*.

Warning
You have asked to reset your ClickFree Backup device.
WARNING: Resetting will remove all files and data from your ClickFree Backup device. Resetting your ClickFree Backup device will not affect the files on your PC.
Are you sure that you want to do this?
Yes, I want to reset my ClickFree Backup device
Reset
Cancel

2. If you really want to remove all backed-up content from **Clickfree**, check the checkbox and click *Reset*.

Warning: Once you have reset **Clickfree** using the Master Reset there is no way to recover any backed-up content from the external hard drive.

Clickfree may take several minutes to erase all of the content, depending on the amount of content backed up on the external hard drive.

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UPDATING CLICKFREE SOFTWARE

From time to time Clickfree software is upgraded to provide new or enhanced features.

You can:

- Have Clickfree check for updates each time you connect it to your computer – this is the default action, you don't need to do anything
- Manually check for updates

In both cases your computer needs to be connected to the internet for updated software to be found and installed.

♦ **To check automatically for updates:**

Clickfree automatically looks for updates when it is connected to your computer and you have a connection to the internet. To ensure this feature is on, make sure that the checkbox *Automatically check for software updates* is checked on the *Tools* screen: ☑ Automatically check for software updates.

Every time that you connect Clickfree to your computer it automatically checks for updated software and, if an update is available, prompts you to download and install it.

♦ **To stop checking automatically for updates:**

Make sure that the checkbox *Automatically check for software updates* is unchecked on the *Tools* screen: ☐ Automatically check for software updates.

♦ **To check manually for updates:**

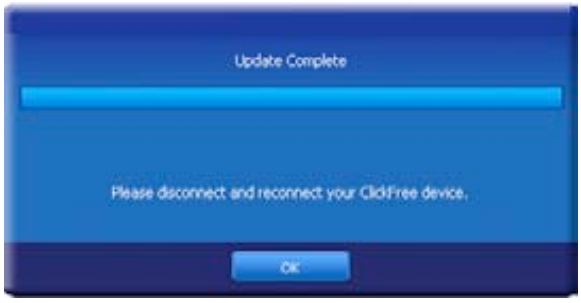
1. On the *Tools* screen click *Update*. Clickfree checks for available updates.

   If the software in your Clickfree Transformer and your computer is up to date, click *OK* on the dialog that pops up.

   If an update is available, Clickfree shows you what progress is being made in downloading the update and updating your software:

Downloading the update...
33%
1 of 1 file(s)
Total Size: 11,076 KB. Downloaded so far: 3,056 KB. Remaining: 8,020 KB
Cancel
Updating:
This process may take several minutes.
IMPORTANT: Please do not turn off your PC or unplug your ClickFree device until your update is completed.
Cancel

Warning: While a software update is taking place it is very important for you not to remove the **Clickfree** Transformer from your computer and not to turn off or restart the computer until the update is complete.



2. When the software update is complete, you need to unplug the **Clickfree** Transformer and plug it in again for the update to take effect.

INTERFACE LANGUAGE

♦ **To choose which language is used in the Clickfree screens:**

When you start **Clickfree**, it automatically uses the language that Windows is set for.

If you want to change the language that **Clickfree** uses, click the arrow at the right of the language box and choose the language you prefer.

REMINDER AND THE CLICKFREE ICON

Clickfree can remind you to back up your files by installing a reminder program for you. Installing the reminder puts a handy icon in the bottom right corner of your screen.

From this icon you can decide how often to be reminded to back up, can start a backup, and can display or hide a mini status window that shows when the last backup was done.

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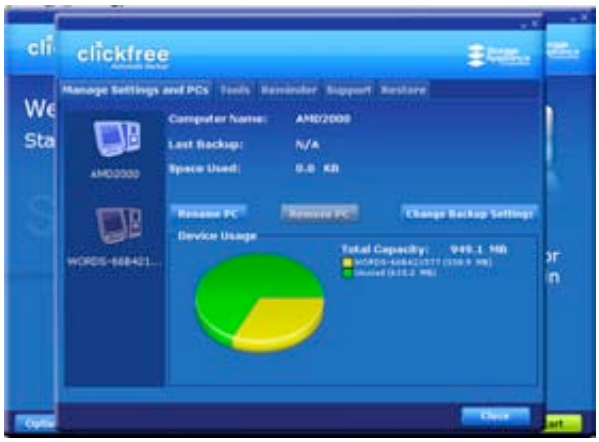
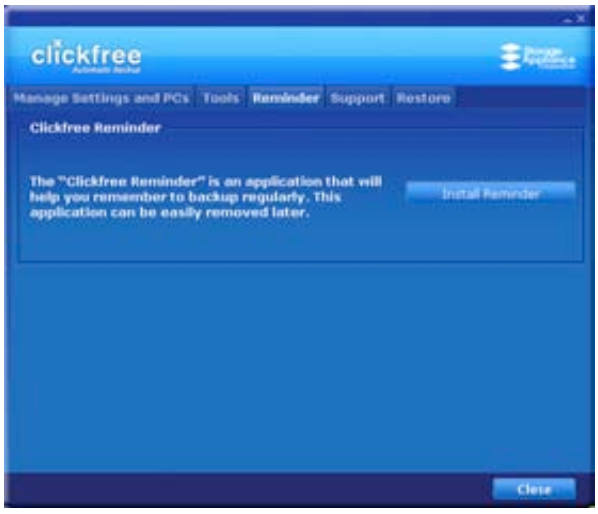
REMINDERS

♦ **To install reminders:**

1. Connect Clickfree to your computer as described in "How do I start using my **Clickfree Transformer**?" on page 10.
2. When you see the countdown screen, click *Options* before the countdown reaches zero:



3. Click the *Reminder* tab.



4. Click *Install Reminder*.

   The Clickfree icon is installed in the bottom right corner of your computer screen, and allows you to set, disable, or uninstall the reminder.

   The icon may be one of three colors:

   - Green – Clickfree Transformer and an external hard drive are attached to your computer
   - Red – You have exceeded the number of days set in the backup reminder, it is time to back up
   - Grey – Clickfree Transformer is not attached to your computer

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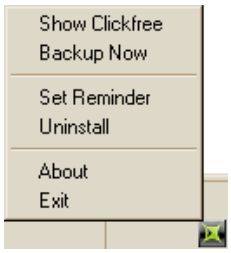
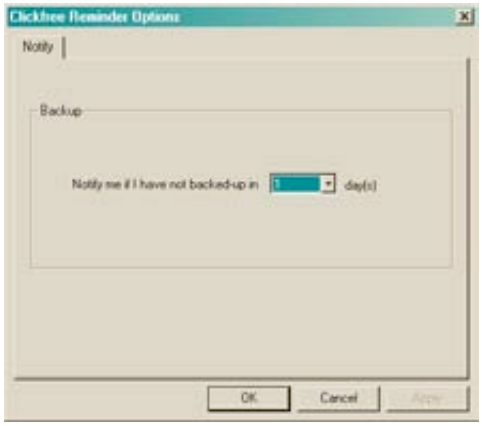
- **To set the number of days before Clickfree reminds you to back up:**

1. Look for the **Clickfree** icon in the bottom right corner of your computer screen, and right-click it to show a menu:



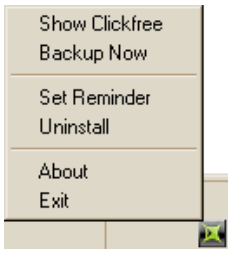
2. Click *Set Reminder*:



3. Enter the number of days after which you want to be reminded to back up, and click *OK*.

- **To temporarily disable reminders:**

1. Right-click the **Clickfree** icon in the bottom right corner of your computer screen:



2. Click *Exit*:

   The icon disappears, and reminders are disabled until you next start up your computer.

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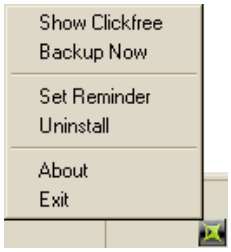
♦ **To stop getting reminders:**

1. Right-click the **Clickfree** icon in the bottom right corner of your computer screen:



2. Click Uninstall.

   The icon disappears, and reminders are permanently disabled.

   If you want to see reminders in the future, you can install them again.

HOW DO I ADD/REMOVE/EDIT FILETYPES?

In addition to allowing you to choose to back up pre-defined file types within the pre-defined categories, **Clickfree** has a category called Custom Extensions to which you can add file types that are not included in the pre-defined categories.

You can add, remove, and change file types using the *Choose File Types* screen:

♦ **To add a file type:**

1. Click *Add File Type*:

2. Type the extension for the new file type, and click *Save*.

   The new file type is added to *Custom Extensions*:

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♦ **To remove a file type:**

1. Click a file type in *Custom Extensions*, and click *Remove File Type*:

2. Click *Yes*.

   The file type is removed from *Custom Extensions*:

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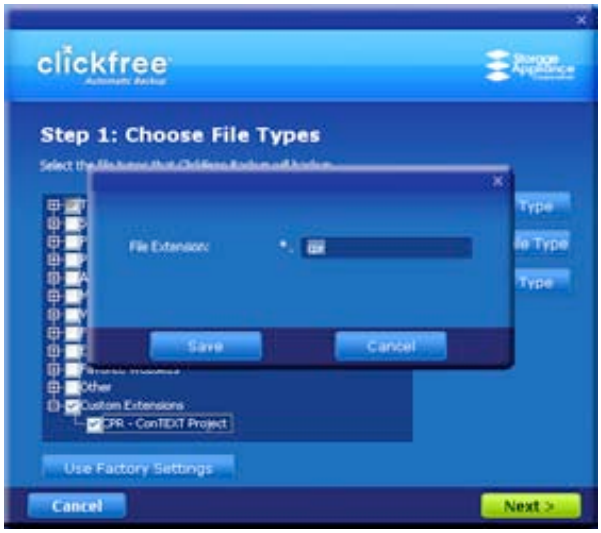
♦ **To change a file type:**

1. Click a file type in *Custom Extensions*, and click *Edit File Type*:



2. Type the new extension for the file type, and click *Save*.

   The file type in *Custom Extensions* is modified.

3. When you are finished working with custom extensions, click *Next* > and continue with choosing locations to be searched.

HOW DO I CHOOSE INDIVIDUAL FILE TYPES FOR BACKUP?

You already saw how to choose file categories for backup in "Choosing categories of content to be backed up – required" on page 15.

You can also expand each category and select or unselect individual file types that make up that category.

Note: When a category is selected or unselected by checking or unchecking its checkbox, all of the file types that make up that category are also selected or unselected.

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♦ **To select one or more file types in a category:**

1. Click the + to the left of the checkbox. This expands the category list to show the file types that make up that category, and changes the + to a -:

2. You can now choose the individual types of file you want to include in the backup by adding and removing checkmarks in the checkboxes.

   You collapse the category again by clicking the - .

3. If you need to back up file types that are not in any category, see "How do I Add/Remove/Edit filetypes?" on page 54 for details of how to add a new file type.

4. When you are finished selecting file categories and file types, click *Next* > and continue with choosing locations to be searched.

CAN I EXCLUDE A FILE FROM BACKUP?

After you have completed a backup, you can review the backed-up files and not only delete individual files from the backup, but ensure that these files are never backed up again.

For details, see "To work with the file(s) you have selected" on page 42.

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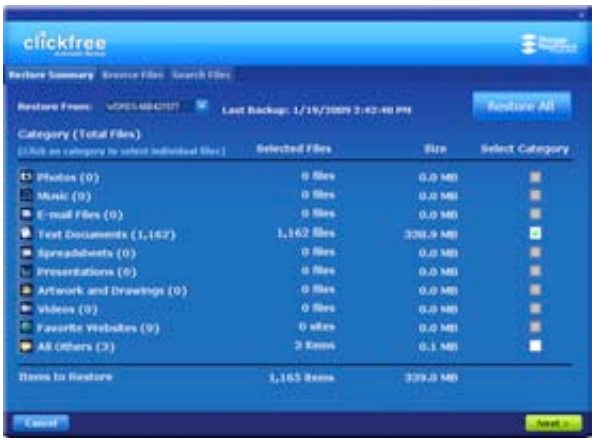
HOW DO I CHOOSE INDIVIDUAL FILES FOR RESTORE?

On the *Restore Summary* screen you can click checkboxes to select the category whose files you want to restore.



You can also:

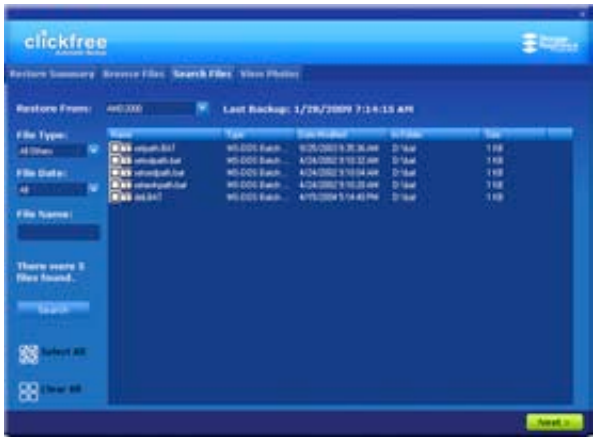
- Select backed-up files within a category
- Browse through folders that contain backup files
- Search for backed-up files by file type, file date, and file name

Files selected by each of these means are included in the restore.

♦ **To select files within a category:**

1. Click the category name.

   All files in that category are shown in the *Search Files* screen.



2. Select the files to be restored, and click *Next >*.

   You are returned to the *Restore Summary* screen where you can make more selections.

3. If you are finished selecting files, click *Next >*.

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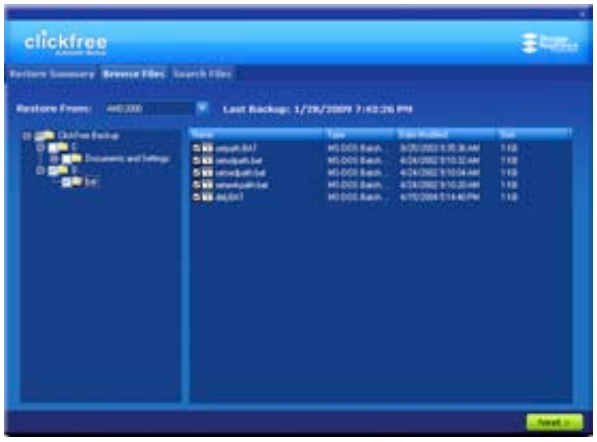
- **To select files by browsing:**

1. Click the *Browse Files* tab then click the +

to expand the view.



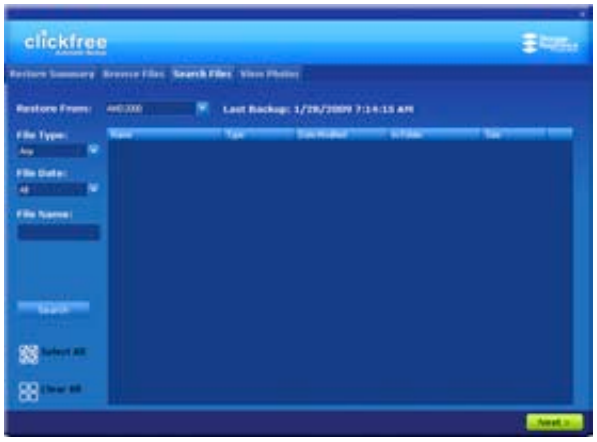
2. Select the files to be restored, and click *Next >*.

   You are returned to the *Restore Summary* screen where you can make more selections.

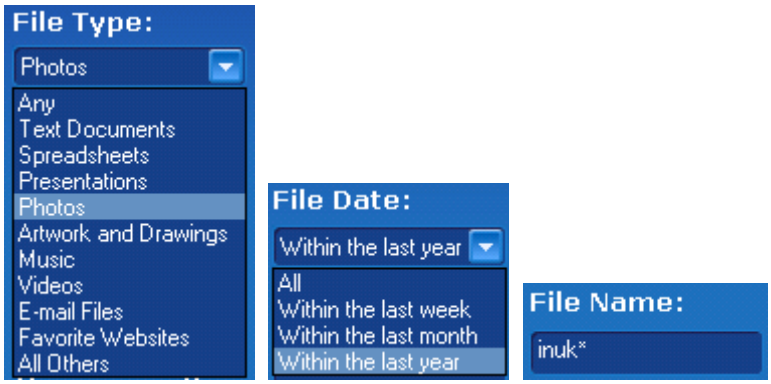
3. If you are finished selecting files, click *Next >*.

- **To select files by searching:**

1. Click the *Search Files* tab.



2. Select the combination of *File Type*, *File Date*, and *File Name* that should find the files you want to restore:



These selections are combined so that only files that match all of them are found – in this case only files in the category Photos, **and** created/last changed within the last year, **and** with names starting with 'inuk'.

- *File Type* – select a category
- *File Date* – select the time period within which the files were created or changed
- *File Name* – type a "mask" to select files:

  Type whatever you can remember of the file names you want to find, and substitute:

  - ? for one character, meaning that character can be anything at all
  - * for any number of characters, meaning these characters can be anything at all

- For example, assume that the File Type and File Date selections would include them:
- To find all files whose names begin with '08Dec', type '08Dec*' – this will find 08Dec_LetterToMary.doc, but not 2008DecemberExpenses.xls
- To find all files with 'Dec' anywhere in the name, type '*Dec*' – this will find 08Dec_LetterToMary.doc, 2008DecemberExpenses.xls, etc
- To find all files with 'n' as the second character of the name, type '?n*' – this will find IndiaSlides.ppt, inukshuk5.jpg, but not 5inukshuk.jpg
- To find all files of type 'doc' or 'docx', type '*.doc*' – of course, this will also find any files that have type 'doczzz' as well

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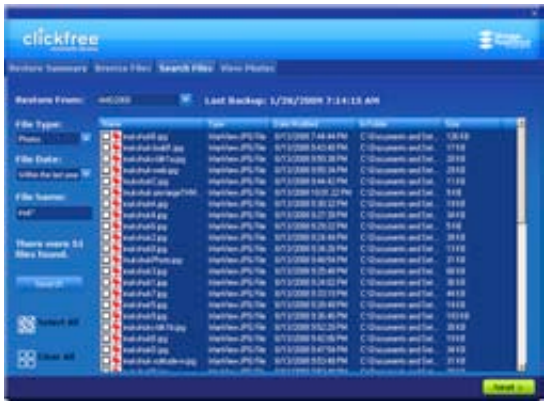
3. Click *Search*.

   Files that match all of your search criteria are displayed.



4. Select the files to be restored, and click *Next >*.

   You are returned to the *Restore Summary* screen where you can make more selections.

5. If you are finished selecting files, click *Next >*.

HOW DO I CHOOSE ANOTHER DRIVE AND/OR FOLDER TO RESTORE TO?

On the *Select Location to Restore Files* screen you can choose:

- the disk drive to restore content to (if you have more than one)
- the folder on that drive to use

If any drive does not have enough space for the content to be restored, the drive letter and free space are 'greyed':

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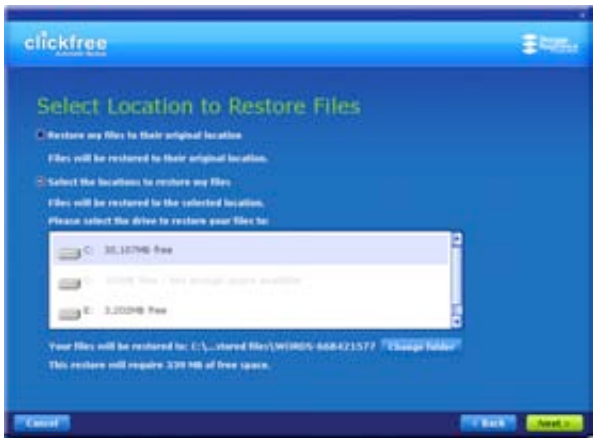
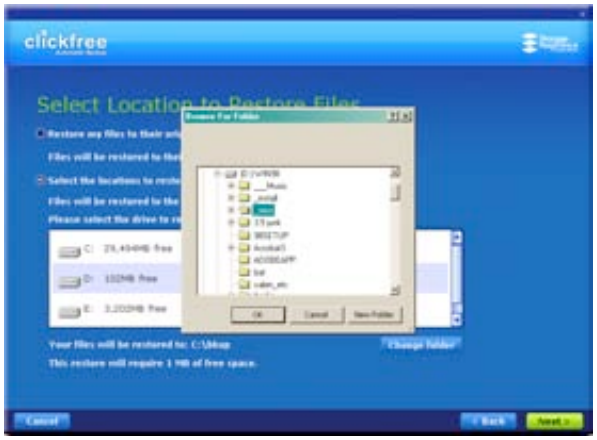
♦ **To select another drive and/or folder to restore to:**



1. Select the drive to restore to.

   The folder that will be used is shown below the drives.

2. To change the folder, click *Change Folder* and select the folder you want.



   As usual, click + to expand a folder, - to collapse the folder again.

3. To create a new subfolder, click *New Folder*, type the folder name, and click *OK*.

4. Click *Next >*, and continue with "Choosing categories of content to be restored" on page 29.

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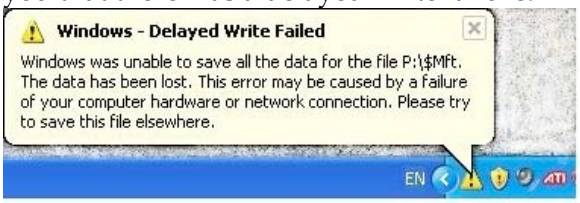
DELAYED WRITE FAILED, OR UNSAFE REMOVAL OF DEVICE

Note: Sometimes when you unplug the Transformer you will see a window that tells you that there was a delayed write failure:


Windows - Delayed Write Failed
Windows was unable to save all the data for the file P:\$Mft. The data has been lost. This error may be caused by a failure of your computer hardware or network connection. Please try to save this file elsewhere.
EN

This is nothing to be concerned about – the message can safely be closed and ignored.

Note: If you are using Windows 2000, sometimes when you unplug the Transformer you may see an *Unsafe Removal of Device* window telling you that you have unplugged a device without stopping it:

To avoid this you should stop the **Clickfree** Transformer before unplugging it. Follow the instructions in the *Unsafe Removal of Device* window.

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